

# Copier Tips & Tricks

## Power Save Sleep

The sleep mode is set to 60 minutes of inactivity. If the screen is off due to sleep mode, tap the screen **FIRST**.

The system takes 10 –15 seconds to fully wake after sleep mode. Once you see the icons at the bottom of the screen, you can scan your badge.



## Badge Reader

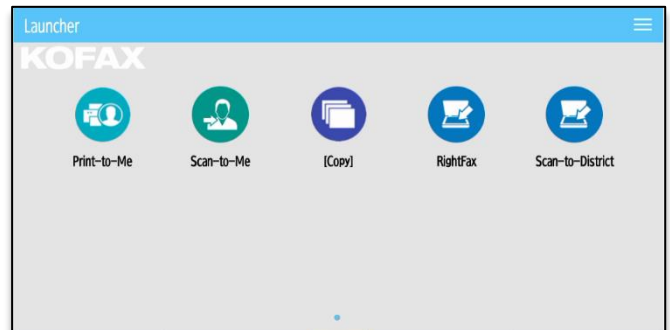
When placing your badge on the reader, **note the orientation of the reader** (*horizontal/vertical*). Place your badge on the reader so that it **completely matches the orientation** of the reader. There is no sound to confirm the read, but the screen will flash in the upper right corner.

## Control Suite Features

**Print-to-Me:** Print jobs that have been sent to the queue from your computer. Jobs will stay in the queue for 24 hours or until printed.

**Scan-to-Me:** Scan documents directly to your email.

**Copy:** Copy items using the new copy interface. Duplex copy is the default.



**RightFax:** Send fax to end user, beginning with digit 8 and adding digit 1 for long distance. All MFP devices can fax, but only predesignated MFP devices can receive fax. Check with building staff.

**Scan-to-District:** Scan documents directly to any USD233 email from your email address.

## Tips/Tricks

- For additional copy settings, scroll up on the copy screen.
- If you are still printing to Ricoh\_Follow\_You, you must delete the printer and install **Print-to-Me**.
- If there is an issue, try deleting and reinstalling the copier/printer on your device.
- Printing install directions can be found here: <https://www.olatheschools.org/Page/10301>
- Create your own tickets. If multiple users have issues, create multiple tickets.